**AI Governance Stakeholder Mapping Tool**

**Module 2**

| **Stakeholder Group** | **Interest in AI Governance** | **Level of Influence** | **Communication Needs** | **Engagement Strategy** |
| --- | --- | --- | --- | --- |
| **School Leadership Team** | Strategic alignment, legal compliance, reputation management | High | Summary reports, risk analysis, governance updates | Regular briefings, inclusion in oversight committee |
| **IT Manager / Data Lead** | Technical implementation, data security, tool selection | High | Technical specs, risk classification matrix, DPIA findings | Ongoing collaboration, involvement in risk assessments |
| **Teachers & Staff** | Day-to-day use of AI tools, oversight, student interaction | Medium | Training, ethical use guidelines, role-based responsibilities | Training sessions, quick-reference guides, policy input |
| **Students (Ages 12–18)** | Direct users of AI tools, impacted by AI-based decisions | Low-Medium | Age-appropriate explanation of AI use, rights, and safety | Student briefings, Q&A, opportunities for feedback |
| **Parents & Guardians** | Concerned about data privacy, fairness and educational outcomes | Medium | Clear communication, privacy policies, opportunities to ask questions | Parent newsletters, info sessions, transparency notices |
| **Safeguarding Lead** | Responsible for protecting vulnerable learners, ensuring compliance with safeguarding laws | High | Tool use cases, student impact reports, incident alerts | In-depth review of high-risk systems, termly safeguarding audits |
| **Governance Committee** | Internal oversight of all AI use, monitoring compliance and improvement | High | Full documentation, ethical reviews, system updates | Monthly/termly meetings, policy drafting workshops |
| **Vendors / Tool Providers** | Supply AI systems, responsible for transparency, risk disclosures and compliance | Medium-High | Technical documentation (Annex IV), GDPR/AI Act alignment | Due diligence checklist, regular updates, clear contract terms |
| **Regulators (EU / Local)** | External compliance auditing and accountability enforcement | High | Up-to-date records, audit trails, DPIA results | Preparedness for audits, legal consultation |